



JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
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- ☐ Interested individuals who meet the stated requirements

Issue Date: December 24, 2014

Posting No.: 279-14

TITLE: Technical Assistant 1, Purchasing

SALARY: \$43,094.21- \$60,725.57

LOCATIONS: Office of Financial Management, Central Office, Trenton, New Jersey

JOB DESCRIPTION:

Under direction of a supervisory official, performs highly complex technical functions and supervises paraprofessional, and/or clerical staff in support of purchasing operations; does related work as required.

REQUIREMENTS

Education: Completion of sixty (60) semester hour credits at an accredited college.

Experience: Two (2) years of paraprofessional or technical support experience in procurement/purchasing.

Note: Applicants who do not possess the required sixty (60) semester hour credits may substitute additional experience as indicated above on a year-for-year basis.

NOTE: TO BE CONSIDERED, RESUMES MUST BE POSTMARKED NO LATER THAN January 9, 2015.

Forward Resume To:

Donna Eberle, Manager, Human Resources
Regional Personnel Services, Region 6
Office of Human Resources
P.O. Box 863
Trenton, NJ 08625-0823

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.state.nj.us

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